

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SOCIAL SERVICES**

**DATE: JANUARY 8, 2013**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS LOEB  
KENNY  
BENTLEY  
WOOD  
SOKOL  
WESTCOTT

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR STRAINER

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

SUZANNE WHEELER, COMMISSIONER  
JULIE MONTERO, FISCAL MANAGER  
KYLE DEPEW, CASEWORKER, PREVENTIVE UNIT  
DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS CONOVER  
MASON  
MERLINO  
MONTESI  
TAYLOR  
DON LEHMAN, *THE POST STAR*  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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Mr. Loeb called the meeting of the Social Services Committee to order at 9:02 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Deanna Park, Director of Countryside Adult Home, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Park requested to amend the Departmental Table of Organization to change an Institutional Aide position from full-time (40 hours per week) to part-time (12 hours per week) with an Annual Base salary of \$24,215, pro-rated to 12 hours per week. She also requested to amend the Departmental Table of Organization to change the Leisure Time Activities Aide #1 position from part-time (12 hours per week) to full-time (40 hours per week) and to fill the vacant position in order to assist with the operation of the Adult Day Care Program. She noted the two changes would have no impact on the 2013 County budget.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve the request to change the two positions and fill the vacant position as outlined above, thereby amending the Departmental Table of Organization and forward same to the Personnel Committee. *Copies of the resolution request forms and the Notice of Intent to Fill Vacant Position form are on file with the minutes.*

Ms. Park requested to amend the Departmental Table of Organization in order to delete one part-time Institutional Aide position (24 hours per week) and create three part-time Institutional Aide positions (8 hours per week) which would be filled using per diem aides, as needed. Mr. Kenny asked if any problems with filling the positions were anticipated and Ms. Park replied in the negative. She added there would be no impact on the 2013 County budget.

Motion was made by Mr. Sokol, seconded by Mr. Bentley and carried unanimously to approve the request to delete one part-time Institutional Aide position (24 hours per week) and create three part-time Institutional Aide positions (8 hours per week), thereby amending the Departmental Table of Organization and forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Park requested to fill the vacant position of Building Maintenance Mechanic #1, Grade 13, Annual Base salary of \$34,564, due to resignation. She noted this was a mandated, Union position which received 50% State reimbursement.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve the request to fill the vacant position as outlined above and forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Park reported 99.5 hours of overtime usage in the past pay cycle which included one holiday. She noted yearly overtime for 2012 showed a decrease of 57.5 hours compared to 2011. She informed the current census of the Facility was 43 residents: 14 men and 29 women. She mentioned there were three referrals, five admissions and two discharges for the month in the Long Term Care residents and one referral to the Adult Day Care Program. She announced the Department of Health Annual Survey had resulted in no citations for the second year in a row.

This concluded the Countryside Adult Home portion of the Committee meeting, Ms. Park exited the meeting and the Social Services portion of the Committee meeting commenced at 9:06 a.m.

Privilege of the floor was extended to Suzanne Wheeler, Commissioner of the Department of Social Services (DSS), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Wheeler introduced Kyle Depew, Caseworker in the Preventive Unit, as the Department's Team Player for the month of December. She noted attachment #3A reflected comments by coworkers praising Mr. Depew. The Committee members responded with a round of applause.

Mr. Depew exited the meeting at 9:07 a.m.

Ms. Wheeler requested to fill the vacant position of Deputy Commissioner, Annual Base salary of \$60,000, due to promotion and to backfill any positions which became vacant due to promotion. She advised this was a non-mandated, non-Union position which received 50% Federal and 25% State reimbursement. She informed the position would be filled by Maureen Schmidt, Acting Deputy Commissioner, and there would be no impact to the 2013 County budget.

Motion was made by Mrs. Wood, seconded by Mr. Kenny and carried unanimously to approve the request to fill the vacant position of Deputy Commissioner as outlined above and forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Wheeler requested to fill the vacant position of Confidential Secretary, Annual Base salary of \$34,050, due to termination and to backfill any positions which became vacant due to promotion. She noted this was a non-mandated, non-Union position which received 50% Federal and 25% State reimbursement. She added there would be a savings to the 2013 County budget of \$2,450.

Motion was made by Mr. Sokol, seconded by Mrs. Wood and carried unanimously to approve the request to fill the vacant position of Confidential Secretary as outlined above and forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Wheeler requested to fill the vacant position of Principal Social Welfare Examiner #2, Grade 15, Annual Base salary of \$36,410, due to resignation and to backfill any positions which became vacant due to promotion. She said this was a mandated, Union position which received 50% Federal and 50% State reimbursement. She noted the employee who had resigned had been with the County for some time and they were sorry to lose her; however, she had been offered a position with the State at a significantly higher salary.

Motion was made by Mr. Sokol, seconded by Mr. Bentley and carried unanimously to approve the request to fill the vacant position of Principal Social Welfare Examiner as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Wheeler requested to fill the vacant position of Senior Social Welfare Examiner #11, Grade 11, Annual Base salary of \$33,026, due to retirement and to backfill any positions which became vacant due to promotion. She said this was a non-mandated, non-Union position which received 50% Federal and 50% State reimbursement. She noted the impact to the 2013 County budget would be a savings of \$7,330.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve the request to fill the vacant position of Senior Social Welfare Examiner as outlined above and forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Wheeler requested authorization for eight employees of the DSS to attend the New York Public Welfare Association Winter Conference in Albany, New York from January 29 through February 1, 2013, using County Fleet vehicles. She noted the costs associated with attendance at the Conference were included in her Departmental budget.

Motion was made by Mr. Kenny, seconded by Mr. Bentley and carried unanimously to authorize attendance at the New York Public Welfare Association Winter Conference as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Wheeler requested a resolution authorizing the Chairman of the Board of Supervisors to execute the Child and Family Services Plan Annual Update. She informed of a new requirement for the Plan to specifically address the needs of sexually exploited children and, to the extent that funding was available, to provide short-term safe placement, crisis intervention and other appropriate services.

Motion was made by Mrs. Wood, seconded by Mr. Bentley and carried unanimously to authorize the Chairman of the Board of Supervisors to execute the Child and Family Services Plan Annual Update. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 18, 2013 Board meeting.*

Ms. Wheeler requested authorization for an agreement with the New York State Office of Children and Family Services for receipt of video conferencing equipment to expedite the conduction of

administrative hearings in response to requests for expungements and/or legal sealing of indicated reports of child abuse and maltreatment within certain timeframes.

Motion was made by Mr. Bentley, seconded by Mr. Westcott and carried unanimously to authorize the agreement with the New York State Office of Children and Family Services as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 18, 2013 Board meeting.*

Ms. Wheeler requested to appoint members to the Warren County Youth Board for a term commencing January 1, 2013 and terminating December 31, 2014, as follows:

1. Steven Lovering, Queensbury Parks and Recreation;
2. Maureen Schmidt, Acting Deputy Commissioner of the DSS;
3. Robert Iusi, Director of Warren County Probation Department;
4. Kim Monthony, Town of Chester; and
5. Rudolph Meola, Town of Hague.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to appoint members to the Warren County Youth Board as outlined above. *Copies of the resolution request form are on file with the minutes and the necessary resolution was authorized for the January 18, 2013 Board meeting.*

Ms. Wheeler reviewed the Budget Performance Report for 2012 with the Committee members; *a copy of same is on file with the minutes.* Pertaining to overtime usage for 2012, she reported a substantial decrease compared to 2011.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Kenny and seconded by Mr. Westcott, Mr. Loeb adjourned the meeting at 9:16 a.m.

Respectfully Submitted,  
Charlene DiResta, Sr. Legislative Office Specialist